



RECORDS RETENTION SCHEDULE



Prepared by
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STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

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**STATE AGENCY RECORDS
RETENTION SCHEDULE**

Education and Workforce Development
Governor's Scholars Program

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
03330	Governor's Scholar Program Files (C) KRS 61.878 (e)	This series documents the historical and reference materials and other information pertaining to the Governor's Scholar Program (GSP). The GSP was created to motivate and empower our brightest young people to become effective citizens of Kentucky - leaders with a zeal for excellence and a mind for innovation. This intensive five week, residential summer program is for academically talented students about to enter their senior year in high school. It gives these bright young people an opportunity to love learning and thoroughly enjoy the educational process. To be accepted each student must meet strict academic requirements, receive high recommendations from teachers, display leadership, a broad range of interests and other characteristics of outstanding students, and write a meaningful essay. Students are nominated to be Governor's Scholars by their own public and Catholic school districts and by certified private schools. Since its inception, the program has been administratively based in the Office of the Governor. Program funds come from several sources: Governor's Office Budget, including a direct grant for the schools approved by the legislature, and a number of private corporations and foundations. The Governor's Scholar Program represents a very large return on a relatively small investment. In addition to all else, it creates pride in Kentuckians about themselves and their possibilities.	Speakers; Field trips; Special events; School districts allotment; Statistical information such as: name, sex, race, region, type of school, course choice, campus assignmmnt; Computer equipm:ent on loan; Insurance pdlices, claims; Campus publications; Mug books; Hand books; Community service projects; Evaluations; Campus maps; Campus storage/inventory; opening day invitations; Final dinner invitations; Brochures; Hometown news - stories that go to hometown newspapers.	Agency: Permanent	Records Center:	Archives Center: Permanent
				Retain in agency or transfer to state archives center.		

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Education and Workforce Development

Governor's Scholars Program

Records Title		Function and Use	Contents	Retention		
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03331	Student Application File - Accepted (C) KRS 61.878 (1) e Includes test scores	This series documents the history of the students that are accepted into the Governor's Scholar Program. By November 1 of each year, the staff of the Governor's Scholar Program sends an information and forms packet to all school districts, both public and private, throughout the state. Superintendents of these school districts notify principals of their allotted number of nominations and set the due date for principals to submit nominations from their high schools. The forms are duplicated and distributed to teachers and students so that teachers may nominate and the students interested, who meet the required criteria, may apply for the program. Teachers must submit their nominations to school principals or their designees. Each principal, basing the final decision on the teachers' nominations, guidance counselor optional comments and recommendations of a school-based committee, makes final selection of the schools primary nominees and at-large students to the superintendent of the school district by the specified date. With concurrence of a Selection Advisory Committee, each superintendent formulates a final list of the district's primary nominees and at-large candidates from the applications forwarded by the principals. The primary nominees are automatically accepted into the program with the at-large candidates' applications being put into a statewide pool for selection by a Statewide Selection Committee. About one-half of the total students selected for the program will come from this pool of at-large candidates. This file also includes medical forms, learning contract, parental release form, and at-large rating form.	Application; Medical Form; Learning Contract; Parental Release Form; At-large Rating Form	Agency: 2 Years	Records Center:	Archives Center: Permanent
				Transfer to State Archives		
03332	Student Application File - Not Accepted (C) KRS 61.878 (1) e Includes test scores	This file contains the applications and rating forms of the at-large candidates not accepted into the Governor's Scholar Program by the Statewide Selection Committee. This file is needed for two years to answer questions about the students not accepted from parents and other interested people. The Statewide Selection Committee rates all of the at-large applicants from 1-5. Approximately one-half of the students in the GSP come from the at-large candidates.	Application; At-large rating form; parental release form.	Agency: 2 Years	Records Center:	Archives Center:
				Destroy		
03333	Employment Application File	These are the applications of the faculty and resident counselors that apply for employment with the Governor's Scholar Program each year. Every year, the GSP conducts a widely publicized recruitment for faculty and resident counselors through an open application process. Faculty are recruited from all Kentucky colleges and universities. New applicants must complete and submit applications to the GSP. Previous faculty and resident counselors must notify the GSP if they wish to be re-activated. The director, along with two deans, review each application and conduct interviews with potential applicants.	Application; References; Contract	Agency: Indefinite	Records Center:	Archives Center:
				Destroy two years after last date of service.		
03381	Summary Report of Students (C) KRS 61.878 (e) Change Date: 12/8/1988			Agency: 1	Records Center:	Archives Center:
				Destroy when no longer useful		